



**City of Flagstaff
Parks and Recreation
211 W. Aspen Ave.**

**Reservation #: _____
Phone: (928) 779-7690
Fax: (928) 213-4830**

Use Permit

Event Name: _____

Name of Facility: _____ Estimated # of Participants: _____

Date(s) & Hour(s) of Use (include set-up & break down time):

1. _____ 3. _____
2. _____ 4. _____

Organization's Name (if applicable): _____

Person Responsible: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ E-Mail Address: _____

Will you advertise your event using radio, television or newspaper? Yes [] No []

Will you distribute or sell alcoholic beverages to the general public? Yes [] No []

Will you distribute or sell food or nonfood items to the general public? Yes [] No []

Will you have amplified music or voice? Yes [] No []

Will you set up equipment, decorations, etc.? Yes [] No []

Will you need a sports equipment bag (additional fees apply)? Yes [] No []

Please give a brief description of your activities: _____

Applicant agrees to hold the City of Flagstaff harmless and will indemnify the City of Flagstaff for damages sustained as a result of an injury or property damage for which the City of Flagstaff may be held responsible, as part of this request for use of City property. I will abide by all policies, rules, regulations, and conditions of use as written. I understand this permit is not transferable to any other individual or group.

Applicant's Signature: _____ Date: _____

Office Use Only

Receipt # _____

1. Fees:	Application	\$ _____	Equipment Bag	\$ _____
	Facility Use	\$ _____	Late Fees	\$ _____
	Deposit	\$ _____	Total Due	\$ _____
	Electricity	\$ _____	Received	\$ _____
	Electrical Equip.	\$ _____		

2. Presentation of Certificate of Insurance Yes [] No [] N/A []

3. Presentation of Alcohol Beverage License Yes [] No [] N/A []

4. Special Events Application on File Yes [] No [] N/A []

5. Conditions of Use (attach additional sheets if necessary): _____

Approved By: _____ Date: _____